



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date November 29, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 88		Date Received DEC 19 1972 452	Application No. DEC 22 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - State Fuel Oil Lab 5235 Kennedy Road Forest Park, Georgia 30050		4. Person to Contact Dr. J.D. Harvey <i>gew</i>	
		5. Working Title State Oil Chemist	6. Tel. No. 361-6336

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1968 to Date	9. Exact Series Title Oil Laboratory Analysis Report Files
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10. What is the function of the office in which this record series is created?

This Unit administers the Fuel Oil Act, providing for the registering of Service Station, Inspecting, Sampling and analysing petroleum products; and registering brand names of petroleum products. It receives applications for registration of Service Stations, issues certificates of registration for Service Station, and inspects Service Stations for quality of products sold and volume dispensed; registers brand names for petroleum products; registers Brake Fluid Brands; and performs laboratory tests on petroleum products for quality.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Laboratory Analysis of Petroleum Products offered for Sale in Georgia.
Document is:
Oil Laboratory Analysis Report - AG 62-006-093

Files arranged numerically by Laboratory Test Numbers.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	18	27			2	3	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	3	3	3	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [x] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file?
Consolidates and permits obtaining separate items of information. ☒ [x] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
- Reference to establish Performance history of a particular petroleum product.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Indefinitely years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Used for reference to establish performance history of a particular petroleum product.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [x] OTHER See Below, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Hold in active files until superseded, obsolete, or no longer needed for reference; then, withdraw from the active files and destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11-29-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	11-29-72
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	12-20-72
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	12-18-72
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	12-20-72

STATE RECORDS
COMMITTEE